



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 21-045

TO: District Superintendents, District Business Managers, Charter Business Managers, Charter School Principals and Administrators, and All Charter Schools

FROM: Charlie Martin, Deputy Associate Superintendent, School Finance

DATE: May 15, 2021

SUBJECT: Fiscal Year 2022 Instructional Calendar and Optional 200-Day Calendar

As mandated by [A.R.S. § 15-1042\(B\)](#), all Local Education Agencies (LEAs) are required to submit data electronically in order to receive funding. As part of this process, LEAs must create an instructional calendar for each school site and the Superintendent or authorized representative must certify that each calendar has met the minimum instructional time requirements defined in [A.R.S. § 15-901](#). LEAs must enter the instructional calendars in student information systems (SIS) for submission to AzEDS. AzEDS will be available for FY 2022 (July 1, 2021 - June 30, 2022) instructional calendars and student data transactions beginning on 6/1/2021. Please refer to the recent email from ADE Policy & Government Relations for information about HB 2862 and the use of 4-day calendars or Instructional Time Models in FY 2022.

The [data capture deadline](#) for the 9/1/2021 payment is 8/3/2021. Each district and charter is required to establish and certify instructional calendar(s) by 8/3/2021. The calendar must be approved and certified before any student detail information can pass AzEDS Integrity and be used in funding calculations. The initial release of state aid will be delayed if the deadline specified for the instructional calendar has not been met.

Note: Arizona Online Instruction (AOI) schools are not required to and should not submit a calendar.

Instructions:

1. AzEDS will require a calendar for each site at which an LEA submits memberships. Calendars provided by private day schools to Exceptional Student Services (ESS) may be found [here](#).
2. A school year must begin on or after July 1st and end on or before June 30th. Please make sure that all session days fall within these dates. Summer school is not considered part of the school year and should not be included in the calendar.

3. Winter break cannot exceed two school weeks according to [A.R.S. § 15-801\(B\)](#), “Governing boards of school districts may declare a recess during the Christmas holiday season of not to exceed two school weeks ...” AzEDS will return an Integrity error if winter break exceeds two school weeks.
4. The calendar must observe four defined holidays ([A.R.S. § 15-801\(B\)](#)): July 4, Veterans’ Day, Thanksgiving Day and December 25. School may not be in session on these days and AzEDS will return an Integrity error if holidays are not observed on their actual date. If a school will observe these holidays on days in addition to the required dates, the “Other Holiday” or “Other Non-Session Day” date descriptors must be used.
5. A Superintendent or authorized representative must complete the certification process (either by individual calendar or for all calendars en masse) which certifies that the minimum instructional time requirements defined in [A.R.S. § 15-901](#) are met in each calendar submitted to AzEDS. The minimum requirements are summarized below:

Grade	Minutes/Week	Hours/Year
Preschool	360	216
Kindergarten	N/A	356
1 – 3	N/A	712
4 – 8	N/A	890
9 – 12	N/A	720

When certifying each school’s calendar, **a confirmation box must be checked** verifying that the minimum instructional time has been scheduled.

6. Additional instructional days may not be scheduled in advance in AzEDS to accommodate for snow days or other emergency closure situations when instruction cannot be provided.

Deadlines

The deadline to submit and certify calendars is August 3, 2021 to ensure proper payment on September 1, 2021. LEAs may access their calendars to make changes and re-certify through August 31st of the school year. After August 31st, all calendar access requests must be sent to School Finance via [HelpDesk](#) for approval before submission.

A school calendar must be submitted and certified before students will pass AzEDS Integrity and generate funding, as Average Daily Membership (ADM) calculations require a certified calendar for non-AOI schools.

New charters must create calendars. If a new charter is experiencing delays receiving a CTDS number or AzEDS key which is contributing to a delay in calendar certification, please contact School Finance immediately.

Optional 200-Day Instructional Calendar

School districts and charters may elect to provide 200 days of instruction per [A.R.S. § 15-902.04](#) and those that elect to extend their school year to 200 days are allowed a 5% increase to their base level amount. Annual instructional time must be increased by 10% in order to receive the increased funding and ADM is calculated based on 200 days for LEAs that elect to provide 200 days of instruction.

If a school district or charter is interested in offering 200 days of instruction and receiving the 5% increase to the base level amount, the school district or charter district must do the following:

1. Send a signed letter to the Arizona Department of Education (ADE) School Finance department requesting that their ADM be calculated based on 200 days of instruction by 6/15/2021 via [Help Desk](#).
2. Include a completed Optional 200-Day Instructional Compliance Form, as found [here](#) on the School Finance website
3. Submit 200-day calendars for all schools within the school district/charter. Annual Instructional time associated with all calendars must be increased by 10%.
4. Budget based on 200 days by including the 5% addition to the base level amount when completing and submitting the applicable budget forms and work sheets.
5. Charters requesting a 200-day calendar must be approved to operate on a 200-day calendar by their sponsor prior to approval by School Finance.

Questions

For clarification and assistance related to viewing instructional calendar information in AzEDS please submit your request via [Help Desk](#) or call 602-542-5695.